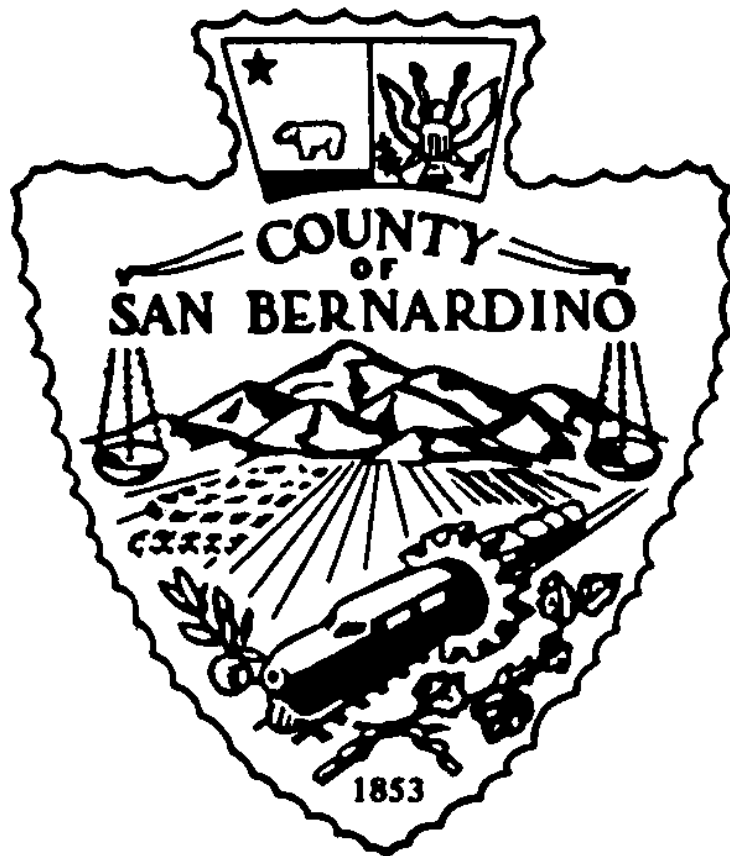


Injury Prevention



County of San Bernardino

EMPLOYEE SAFETY

The Board of Supervisors' Resolution of December 11, 1961 established policy governing the **County Safety Program**. This resolution assigns responsibility for safety to all County employees.

Each Group/Department shall implement safe working practices and conditions, developing those procedures necessary but not provided herein.

Supervisors are responsible and accountable for the safety of employees within their area of responsibility and are to regard safety as an essential part of their job. All employees, including volunteer workers are to be provided safety training and shall be advised of the potential hazards associated with their work. Employees are to be specifically instructed as to how to reduce job hazards. Employees shall not be assigned tasks which are beyond their skill or physical capabilities.

Employees must follow safe practices in all work activities. This requirement is a condition of continued employment.

Hazardous conditions and actions are to be reported and corrected, and all injuries and accidents shall be reported.

No employee shall engage in playful activities which might result in injury to the individual or to co-workers.

First aid materials shall be provided and used only when and for the purpose required.

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OCCUPATIONAL ILLNESS/INJURY PREVENTION PROGRAM

SCOPE

Title 8, California Code of Regulations, General Industry Safety Orders, Section 3203 requires every California employer to establish, implement and maintain an effective written injury prevention program. Policy establishes the practice of San Bernardino County relative to Section 3203. This is included in the Policy section of the County Safety Manual.

Recognizing that individual departments require differing degrees of safety activity and training, this program includes minimum standards that must be implemented and maintained in all County departments.

Those departments that have well established formalized safety training/injury prevention programs only need review existing procedure to ensure that the minimum standards of this program are included in existing department procedure.

Departments that have not yet established or implemented a formal program to ensure the training, health and safety of employees must do so following the guidelines of this program.

PURPOSE

Section 3203, CCR, GISO requires the following:

1. Implementation and maintenance of an effective written Occupational Injury and Illness Prevention Program;
2. Identification of the person or position with authority and responsibility for implementing the "Program";
3. Systems to ensure that employees comply with safe and healthy work practices;
4. Systems for communicating with employees on matters relating to health and safety;
5. Systems for employees to communicate hazardous conditions and practices to employers;

6. Periodic inspections for identifying and evaluating work place hazards;
7. An Occupational Health and Safety Training Program;
8. Systems for investigating accidents and "near misses";
9. Documentation of "Program" activities including:
 - A. Records of inspections and correction of unsafe conditions;
 - B. Records of employee training including employee name and specific training subject;
 - C. Records of accident investigations.

RESPONSIBILITY AND AUTHORITY

County of San Bernardino Policy establishes that Assistant Administrative Officers, Department Heads and Directors of Board Governed Special Districts are the responsible individuals for implementation and maintenance of the Occupational Illness and Injury Prevention Program.

THE FOLLOWING INCLUDES MINIMUM ACCEPTABLE STANDARDS REQUIRED OF ALL COUNTY DEPARTMENTS RELATIVE TO ILLNESS AND INJURY PREVENTION:

1. Each newly hired County employee shall be scheduled for and attend an Employee Orientation Program prior to actually reporting to work. The orientation may be that scheduled by the Human Resources Department or may be departmentally developed and presented. Such orientation is to include safety and health training/accident prevention of a general nature and is to include the following subject matter:
 - A. Code of Safe Practices
 - B. Workers' Compensation

- C. Defensive Driving - Vehicle Safety
- D. Back Injuries
- E. Slips/Falls
- F. Sprains/Strains
- G. Cuts/Bruises
- H. Substance Exposure

2. Individual departments are to establish written procedures consistent with other County/Department Policy and Memoranda to ensure that employees comply with all safe and healthy work practices outlined within the County Safety Manual, including this program. Such procedures shall include disciplinary activity, incentives and training/retraining programs.

Supervisors must ensure that employees comply with all County work rules, practices and procedures. Progressive discipline up to and including termination is appropriate for those who do not. Employees are not to be subject to discipline for being injured, but may be for an unsafe act resulting in the injury.

All incentive awards, progressive discipline and training are to be documented in employee files as well as appropriately noted in departmental or supervisor safety files.

3. Each department is to establish and implement systems to ensure that supervisors schedule and conduct periodic safety meetings or "General Instructional Talks" (GIT's). Their purpose is to establish safety awareness among employees, to inform, to train, and to introduce new products, procedures, and equipment to the work place.

Supervisors are to schedule and maintain a calendar of these safety meetings and prepare a subject/roster record of all GIT's. GIT's are not intended to replace individual employee safety training but supplement such training as outlined hereafter. See Section 14 of the County Safety Manual for additional information relative to safety meetings.

4. Supervisors are to instruct all employees of the "Hazard Report" as contained in Section 15 of the County Safety Manual. Supplies of these reports are to be

maintained at all County locations and made freely and anonymously available to employees. Hazard Reports are to be processed strictly according to instructions on the reverse side of the form. Hazard Report forms are available through Central Stores and may be available online.

5. Supervisors are to periodically inspect the work place for which they are responsible. Inspections are to include an examination and evaluation of the facility, equipment, and work practices relative to safety and health. All such inspections are to be conducted using the format and information included in Section 4 of the County Safety Manual. The purpose of these inspections is to identify, evaluate, and initiate correction of, hazardous conditions and practices.

Documentation of all inspections is to be maintained by the supervisor. Such documentation is to include notations of all corrective action and employee communication as a result of the inspection.

6. Each department is to prepare a safety training outline or outlines specific to the activities of the department. The department outline is to be used for the purpose of initially training each new employee. These outlines must include the following elements:

- A. Introduction to the workplace and list of known potential hazards, i.e. equipment, facility, products, activities;
- B. List of equipment, machinery, tools for which employee is to be trained;
- C. Emergency fire and evacuation plans;
- D. Hazardous Communication - see Section 2 of the County Safety Manual;
- E. Respirator Protection Program - see Section 7 of the County Safety Manual;

- F. Confined Space Entry - see Section 8 of the County Safety Manual;
- G. Hearing Conservation - see Section 3 of the County Safety Manual;
- H. Personal Protective Equipment - see Section 9 of the County Safety Manual;
- I. Lock Out/Tag Out - see Section 10 of the County Safety Manual;
- J. Specific illness/injury prevention training based upon department experience and/or injury frequency;
- K. Department specific work rules.

The purpose of the training outline is to provide each supervisor a guide to train employees. Supervisors are to provide outlined training to all new employees.

All training is to be documented in departmental training files and the employee's personnel file.

Employee training is the key to injury/illness prevention, and is a supervisory responsibility. While some aspects of training may be delegated by a supervisor, follow-up, monitoring, discipline and documentation cannot be delegated.

Supervisors shall use training aids in making employees aware of safe practices. These aids include but are not limited to audio/visual aids, department produced manuals, manufacturer product instructions, "Industry" brochures and State or Federally prepared job specific programs, such as are followed by Law Enforcement and Fire Protection personnel.

- 7. Each department shall establish an accident or "near miss" investigation procedure in conformance with Section 5 of the County Safety Manual. The procedure will provide the supervisor a system to investigate accidents, injuries and illness, to evaluate the cause, correct hazards, adjust work practices, and identify training priorities.
- 8. Departments shall establish procedures which ensure that occupational illness/injury prevention activities are

documented. Such documentation shall include:

- A. Records of inspection, evaluation, and correction of unsafe conditions/practices;
- B. Records of employee training;
- C. Records of safety meetings;
- D. Records of accident investigations.

The Appendix portion of the County Safety Manual includes forms adopted for documentation of activities.

- 9. Each department shall establish a procedure to ensure that all drivers of County vehicles attend the Risk Management Division funded Driver Awareness Program. Such procedure shall ensure that all drivers involved in preventable vehicle accidents attend the Driver Awareness Program for retraining. Driver training/retraining may be accomplished by approved departmentally established programs.
- 10. Each department shall establish a procedure to ensure that appropriately identified County employees attend the Risk Management Division Care of the Back Program. These employees shall include as a minimum, employees who suffer a back injury, employees engaged in work activities having the potential for back injury, and employees identified by the Center for Employee Health and Wellness as requiring such training.
- 11. All employee training completed in conformance with this program is to be documented. The Appendix of this manual includes forms to be used in documenting employee training, safety meetings, as well as classroom training programs.

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